

SUBJECT: LOCAL TRAVEL - [REDACTED]

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1. Transportation tickets, tokens or passes shall be procured thru the medium of CIG purchase orders from local transportation companies to meet requirements in connection with travel [REDACTED]

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[REDACTED] thereof served by such local companies.

a. The chief of each office shall designate an official thereof to requisition necessary quantities of tickets, tokens or passes and to maintain appropriate accountability records therefor. Such records shall indicate the safeguards taken to insure official use only. (GAO has set out the requirement that passes, available for unlimited use, be turned in to the controlling administrative official at the end of each day) Such records shall be forwarded to Washington (Fiscal Section) immediately after the close of each calendar quarter for audit.

b. When accounts covering procurement of tickets, tokens or passes are received for payment the designated controlling official in each office shall place the following certificate on the original and copy of each account:

"I certify the transportation tickets [tokens or passes] covered by this account were purchased in the Government interest and are necessary for issuance to CIG employees in the conduct of local official business. A control has been established to insure property accountability and use only in connection with official business.

2. Local travel performed to suburban areas not served by local transportation facilities, thereby excluding the use of office-procured tickets, tokens or passes, shall be performed unsupported by travel orders so long as the distance involved does not exceed 40 miles. In these cases the

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employee shall meet all necessary transportation charges by out-of-pocket expenditures and seek reimbursement on Standard Form 1012 (Travel) voucher submitted at the end of each month. Whenever practicable U. S. Government Transportation Request will be utilized in connection with transportation between points where the charge exceeds \$1.00.

a. Standard Forms 1012 shall be approved by the Chief or Acting Chief of the office concerned, in the space provided therefor on the face of the voucher, prior to submitting the account to the Fiscal Section for payment.

b. In cases where transportation charges between two given points exceed \$1.00 and no Transportation Request is used, thereby necessitating an outlay of cash by the employee, the employee shall place and sign the following certificate in the body of the travel voucher:

"I certify the use of U. S. Government Transportation Request between \_\_\_\_\_ and \_\_\_\_\_ was inopportune and, accordingly, cash fare was paid.  
(City) (City)

\_\_\_\_\_  
(Signature)"

c. All Standard Forms 1012 covering reimbursement for local travel shall contain the following certificates, signed by the employee:

"I certify the charges listed herein were occasioned exclusively in the conduct of local official business and no charge has been included for transportation between lodging and point of duty.

\_\_\_\_\_  
(Signature)"

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e. All travel necessitating overnight stops, regardless of distance from official station, should be performed on the basis of supporting travel orders.

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